



COUNTY OF LOS ANGELES  
Internal Services Department

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Director

*To enrich lives through effective and caring service.*

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March 10, 2005

To: Each Supervisor

From: Dave Lambertson  
Director

Subject: **STATUS OF OFFICE OF SMALL BUSINESS TRANSFER TO ISD**

This is a status report on your Board's January 4, 2005 motion to transfer the Office of Small Business (OSB) from the Community Development Commission to the Internal Services Department (ISD).

**Transfer of OSB Staff to ISD**

The Chief Administrative Office, the Department of Human Resources, and ISD are continuing to work on the classification and compensation matters in order to transfer the existing OSB staff into Classified Civil Service positions. Significant progress has been made and the transition is expected to be completed by March 30, 2005.

At the request of the Community Development Commission, ISD relocated the existing OSB staff members to the ISD Headquarters at 1100 N. Eastern Avenue. This has given us a great opportunity to work with the OSB staff pending the official payroll transfer. Prior to the move, the Small Business Commission, the vendor community, and other government agencies, including County departments, were notified of the OSB's new address and telephone numbers. In addition, the OSB website was updated to show the new location. We are currently working on two new Small Business initiatives. They are:

**Small Business "Boot Camp"**

In April 2005, ISD, in collaboration with the Office of Affirmative Action Compliance (OAAC) and the OSB, will conduct a Small Business "Boot Camp" program designed specifically to aid small businesses with understanding the County's diverse organizational structure, and purchasing and contracting processes.

During the half-day "Boot Camp" OAAC will provide hands on assistance to vendors with on-line registration in the County's Small Business Enterprise Preference program. The goal is to significantly increase the number of certified Small Business Enterprises.

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**Small Business "Yellow Pages"**

ISD is currently developing a web based Small Business "Yellow Pages." Under this program, certified vendors will be given space to market their respective businesses on the County's "e-Directory for Small Business" website. Once completed, this new directory will also be available in printed form and copies will be provided to all County departments as a procurement tool.

ISD continues to attend and participate in the Small Business Commission's activities and we have received positive feedback from the Commission regarding the OSB transfer. As we move forward with our outreach initiatives, and finalize the transfer of OSB staff to ISD, I will keep you informed of any new developments.

If you have any additional questions, please call me, or your designated staff may contact Joe Sandoval, Purchasing Division Manager, at (323) 267-2670, or via e-mail at [jsandoval@isd.co.la.ca.us](mailto:jsandoval@isd.co.la.ca.us).

DL:j

c: David Janssen, Chief Administrative Officer  
Department Heads  
Department of Human Resources